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U.S. ARMY MILITARY DISTRICT OF WASHINGTON
Fort Lesley J. McNair, DC 20319-5058

MDW Pamphlet
No. 25-30

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Information Management: Publishing and Printing
CONSOLIDATED INDEX OF MDW ADMINISTRATIVE PUBLICATIONS
AND BLANK FORMS


FOR THE COMMANDER:

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DISTRIBUTION:

A
B
C
D
S: ALL DOIMS

OFFICIAL:


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History. This printing publishes a revision of MDW Pam 25-30. This publication was initially published as a consolidated index on 28 December 1994, with subsequent revision and printing on 15 May 1996 and 4 June 1998.

Summary. This pamphlet contains a consolidated listing of new, revised, and rescinded U.S. Army Military District of Washington (MDW) command administrative publications, including changes and blank forms. A major change in this index is the deletion of HQ MDW local forms and labels. Local forms are designed for use by the proponent office only.

Applicability. This pamphlet applies to all elements of the U.S. Army Military District of Washington and its subordinate installations, commands, and activities.

Suggested improvements. The proponent of this pamphlet is the Office of the Chief Information Officer (CIO). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank

*This pamphlet supersedes MDW Pam 25-30, dated 4 June 1998.

Forms), or in DA Form 2028 format if they are transmitted electronically, directly to the Director, Southern Information Technology Operations Center (SITOC), ATTN: ANIM-STS-M, 10105 Gridley Road, Suite 100, Fort Belvoir, VA 22060-5840.

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Chapter 1 Introduction

1-1. General

This pamphlet contains a current listing of MDW command administrative publications and blank forms. The status of the publications and forms listed is reflective of the January and February 2000 administrative publications and blank forms surveys. It also contains a list of publications, forms, and labels that were rescinded or canceled during the surveys. It no longer contains local forms. Only the proponent office uses, stocks, and issues a local form.

1-2. References

Related publications are listed below.

- a. AR 25-30, The Army Integrated Publishing and Printing Program.
- b. AR 340-21, The Army Privacy Act.
- c. DA Pamphlet 25-30, Army Electronic Library.
- d. DA Pamphlet 25-55, Army Privacy Act System Notices.

1-3. Explanation of abbreviations

- a. AEL – Army Electronic Library
- b. CD-ROM – compact disk-read only memory
- c. CIO – chief information officer
- d. DAPS – Defense Automated Printing Service
- e. DOIM – director of information management
- f. E-mail – electronic-mail
- g. LAN – local area network
- h. HQ – headquarters
- i. MACOM – major Army command
- j. MDW – U.S. Army Military District of Washington

k. SITOC – Southern Information Operations Center, U.S. Army Signal Activity-MDW

I. USAPA – U.S. Army Publishing Agency

1-4. New or revised material

An asterisk (*) precedes all new and/or revised publications and forms.

1-5. Obsolete publications and blank forms

A superseded publication or form indicates that a replacement publication or form exists. It may or may not have the same series number or title. An expired publication or form suggests that its existence was intended to be temporary. However, if there is a continued need for the publication or form after the expiration date, it can be reissued as a new or revised publication or form with a new issue and expiration date. The expired publication or form will be listed in the obsolete section, accordingly. Rescinded or canceled publications or forms do not have replacements.

1-6. Proponency

The designated MDW headquarters staff principal writes and issues the command publications listed in this pamphlet. They are the functional proponents for command-wide publications that promulgate MDW policy. The proponent or functional manager having jurisdiction over the forms listed in this pamphlet prescribes the use of these forms. The proponent of each publication and form is listed in this index and is identified by the respective office title. Only the proponent of a publication or form can change or rescind publications or forms contained in this pamphlet.

1-7. Requisitioning procedures

a. Publications.

(1) Command administrative publications are available in electronic media on the MDW web site or the installation local area network. The direct links to MDW electronic publications are:

<http://www.mdw.army.mil/epubs.htm> or <http://www.belvoir.army.mil/sitoc/pubs>

The Fort Belvoir blank forms and publications warehouse also maintains a minimal stock of command administrative publications. This stock is intended for re-supply purposes, only (i.e., to replace lost, worn, or destroyed publications). All subsequent stock is replenished based on demand of the item, proponent approval, and availability of printing funds.

(2) Electronic mail (E-mail) is the preferred method for requesting copies of command administrative publications listed in this pamphlet. Submit your request via E-mail to: Formsorder@belvoir.army.mil. You may also obtain copies by sending a DA Form 17 (Requisition for Publication and Blank Forms) to Director, Southern Information Technology Operations Center (SITOC), ATTN: ANIM-STS-M, 10105 Gridley Road, Fort Belvoir, VA 22060-5058. Make sure that a point of contact and telephone number is included on all requisitions. The telephone number for the Fort Belvoir blank forms and publications warehouse is (703) 704-2032 or DSN 654-2032.

ARMY REGULATIONS OR HIGHER HEADQUARTERS PUBLICATIONS ARE NOT STOCKED. THEY ARE AVAILABLE ON THE U.S. ARMY PUBLISHING AGENCY (USAPA) WEBSITE: www.USAPA.army.mil.

b. Blank forms.

(1) The MDW command forms and labels listed in this pamphlet are available on the installation LAN in electronic forms software (e.g., Form Flow or Jet Form) and the MDW web site.

(2) To obtain paper copies of electronically generated MDW command forms, contact the Fort Myer Military Community (FMMC), Directorate of Information Management (DOIM), telephone number (703) 696-4592 or DSN 426-4592. Command forms not listed as either electronic (-E) or locally reproducible (-R-E) can also be obtained by calling the FMMC DOIM at the above number.

1-8. Decentralized printing

The MDW installation DOIMs--

a. Are authorized to reproduce and distribute copies of applicable publications and forms as required.

b. Should maintain a copy of each publication and form on file to accommodate re-supply requisitions when required.

Chapter 2 Command Administrative Publications

Section I General

2-1. Identification of publications

This chapter lists MDW MACOM-wide administrative publications. They are applicable to more than one element of the MACOM, to include subordinate installations, commands, and activities. Each publication is listed by the publication media (i.e., supplement, regulation, circular, pamphlet, etc.), issue date, title, and proponent activity. Publication series titles contained in AR 25-30 (i.e., administration, management, information management, etc.) are added to assist the user in locating a listing more quickly.

Section II Numerical List of Current Publications

2-2. MDW supplements to Army regulations (AR) (MDW Suppl)

Suppl 1 to AR	Issue Date	Title	Proponent
ADMINISTRATION			
1-13	15 Apr 96	Release of Personnel	DCSOPS
1-20	2 Feb 94	Legislative Liaison	DCSPER
*1-201	27 Apr 99	Army Inspection Policy	IG
INFORMATION MANAGEMENT			
25-11	26 Apr 94	Record Communications and the Privacy Communications System	CIO
25-400-2	24 Jan 94	The Modern Army Recordkeeping System (MARKS)	CIO
AVIATION			
95-2	9 Jul 96	Air Traffic Control Airspace, Airfields, Flight Activities, and Navigational Aids	DCSOPS

MDW supplements - continued**Suppl 1**

to AR	Issue Date	Title	Proponent
OFFICE MANAGEMENT			
340-21	26 Mar 90	The Army Privacy Program	CIO
PERSONNEL-GENERAL			
600-25	31 May 89	Salutes, Honors, and Visits of Courtesy	C&SE
DECORATIONS, AWARDS, AND HONORS			
672-20	10 Jul 97	Incentive Awards	CPD
CIVILIAN PERSONNEL			
*690-400 Chap 4302	19 Oct 99	Total Army Performance Evaluation System	CPD
*690-950	23 May 00	Centralization of Civilian Career Program Training	CPD
690-990-2	9 May 95	Hours of Duty, Pay, and Leave	CPD

2-3. MDW regulations (MDW Reg)

Pub No.	Issue Date	Title	Proponent
ADMINISTRATION			
1-2	1 Feb 91	SDO and On-Call Officials	DCSOPS
1-5	5 Oct 82	Wreath Ceremonies, State Medal Plaque Ceremonies, and Memorial Services	C&SE
Change 1	21 Sep 83		
1-6	30 Sep 82	Standing Operating Procedures for Military Funerals	C&SE
Change 1	21 Sep 83		

MDW regulations - continued

Pub No.	Issue Date	Title	Proponent
1-7	21 Apr 86	Ceremonial Flags and Equipment	C&SE
1-8	13 Dec 83	Parades and Reviews	C&SE
1-15	22 Jul 94	Headquarters MDW Conferences	DCSRM
ORGANIZATION AND FUNCTIONS			
*10-87	1 May 00	Organization, Missions, and Functions of the U.S. Army Military District of Washington	DCSRM
INFORMATION MANAGEMENT			
25-10	30 Sep 97	Wireless Communications (Cellular Telephones and Pagers)	CIO
25-50	26 Nov 97	Preparing and Processing Correspondence	SGS
MORALE, WELFARE, AND RECREATION			
215-1	21 May 92	Non-appropriate Fund Civilian Personnel and Pay Board Systems	CPD
*215-5	13 Dec 99	Dr. Mary E. Walker Award	DCSPER
*215-7	13 Dec 99	MDW Sergeant Audie Murphy Club	DCSPER
TRAINING			
*350-5	22 Jun 00	MDW Commanders and First Sergeants Training	IG
SAFETY			
385-1	8 Apr 96	Hazard Communication Standard Program	Safety
385-2	9 Jul 96	Confined Space Program	Safety

MDW regulations - continued

Pub No.	Issue Date	Title	Proponent
*385-3	7 Jan 98	Risk Management	Safety
*385-4	28 Aug 98	Computerized Defensive Driving Course	Safety
*385-6	3 Mar 99	Respiratory Protection Program	Safety
*385-7	1 Feb 99	Collateral Duty Safety Representative (CDSR) Program	Safety
MILITARY OPERATIONS			
525-2	11 Dec 87	Operational Planning and Plans	DCSOPS
525-8	6 Jun 94	Taskings	DCSOPS
PERSONNEL - GENERAL			
600-10	28 Oct 94	MDW Suicide Prevention Plan	DCSPER
DECORATIONS, AWARDS, AND HONORS			
*672-1	21 Aug 00	NCO/Soldier of the Year Award Program	DCSPER
672-2	6 May 87	EEO Action Awards	EEO
*672-4	18 Oct 00	Army Award for Maintenance Excellence	DCSSPT
672-15	11 Oct 94	U.S. Army MDW Commanding General's Best Dining Facility Awards Program for Excellence In Army Food Service	DCSSPT
CIVILIAN PERSONNEL			
690-2	25 Oct 95	EEO Program	EEO
*690-3	1 May 00	Alternative Dispute Early Resolution Program (ADERP)	EEO

MDW regulations – (cont)/MDW memorandum/MDW pamphlet

Pub No.	Issue Date	Title	Proponent
690-12	14 Sep 93	Civilian Personnel Management	CPD
690-13	4 Feb 98	Injury Compensation	CPD
LOGISTICS			
700-1	26 Nov 97	Ammunition Management and Surveillance	DCSOPS
*Change 1	15 Jul 99		
PROCUREMENT			
715-8	26 Nov 97	MDW Acquisition Instructions (Stocked and Issued by Proponent)	PARC
715-11	4 Jun 98	International Merchant Purchases Authorization Card (IMPAC) Program	PARC

2-4. MDW memorandums (MDW Memo)

None

2-5. MDW pamphlets (MDW Pam)

INFORMATION MANAGEMENT			
*25-30	18 Oct 00	Consolidated Index of MDW Administrative Publications and Blank Forms	CIO
25-32	23 Apr 93	Preparing and Issuing Administrative Publications	CIO
Change 1	8 Nov 93		
Change 2	11 May 94		
Change 3	22 Aug 96		
*25-51	27 Mar 00	MDW Office Symbols	CIO

MDW pamphlets – (cont)/MDW poster

Pub No.	Issue Date	Title	Proponent
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PUBLIC AFFAIRS

360-1	1 Dec 96	A Military Family Guide for Bosnia-Herzegovina Deployments	PAO
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SAFETY

385-1	15 Feb 95	Physical Training Running Formations	Safety
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2-6. MDW posters**ADMINISTRATION**

1	1 Apr 83	Bank/Credit Union Liaison Officer	DCSRM
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Chapter 3 Command Forms

Section I General

3-1. Identification of forms

This chapter lists forms prescribed for use command-wide. These forms bear an issue date of the first or the fifteenth of the month and the year in which they were created. Proponents are identified by their respective office symbol or title (see para 1-6, above). Prescribing directives are listed, as applicable.

Section II Types of Forms

3-2. MDW forms

All MDW forms are developed for use command-wide. They are applicable to more than one element of the MDW major Army command (MACOM), to include subordinate installations, commands, and activities. They are prescribed in an MDW command publication and originated at Headquarters, MDW. If a prescribing publication is rescinded or expires, the forms prescribed by the publication are automatically rescinded.

3-3. Local forms (HQ MDW forms)

The HQ MDW forms are local forms prescribed for the exclusive use of the proponent office only. These local forms are not included in this pamphlet. If a HQ MDW form or local form is required for use by two or more offices, a prescribing directive is required and it must be redesigned as an MDW form.

3-4. Forms subject to the Privacy Act

Forms subject to the Privacy Act are used to collect personal data from an individual. All forms subject to the Privacy Act contain a Privacy Act statement. This statement is usually located either in the body of the form or printed on the back. (Refer to AR 340-21 and DA Pam 25-51 for additional information on preparation and use of forms subject to the Privacy Act.)

3-5. Reproducible forms (-R)

Forms that are authorized for local reproduction bear the letter "R" after the form number. These forms can be reproduced using office self-service copiers. Copying is

limited to 25 copies per original. Reproducing copies over this amount must be approved by the local printing control officer and printed by the Defense Automated Printing Service (DAPS). For additional guidance and policy on printing forms see AR 25-30, chapter 3.

3-6. Electronic forms (-E)

Electronic forms are identified by the letter "E" after the form number. They can be accessed through the MDW web site, installation local area network (LAN), or normal forms supply channels.

3-7. Electronically generated and local reproducible forms (-R-E)

Electronically generated and local reproducible forms (-R-E) are forms that are designated for both local reproduction and electronic generation. They contain a "R" and "E" after the form number.

3-8. Army-wide/other agency forms

Army-wide/other agency forms are available on the U.S. Army Publishing Agency (USAPA) web site, www.USAPA.army.mil and the Army Electronic Library (AEL) CD-ROM. A limited number of copies of these forms may also be obtained from the Fort Belvoir Blank Forms and Publications Warehouse, telephone number (703) 704-2032.

Section III

Numerical List of Current Forms

3-9. MDW forms

No.	Issue Date	Title	Prescribing Directive/Proponent
4-E	Mar 94	MDW Summary Sheet	MDW Reg 25-50/SGS
9-R-E	Feb 97	Leave Transfer	MDW Suppl 1 to AR 690-990-2/CPD
9-1-R-E	Feb 97	Leave Donation	MDW Suppl 1 to AR 690-990-2/CPD
10-E	Dec 97	Contracting Officer Appointment Request	MDW Reg 715-8/PARC

MDW forms - continued

No.	Issue Date	Title	Prescribing Directive/Proponent
12	Mar 90	Desk Guidelines for Disclosing Personal Information to Third Parties	MDW Suppl 1 to AR 340-21/CIO
14	Oct 94	MDW Certificate of Achievement	MDW Suppl 1 to AR 672-20/CPD
17-R-E	Dec 97	Contract File Index	MDW Reg 715-8/PARC
20-R-E	Sep 94	Federal Equal Opportunity Recruiting Program Applicant Pool Summary and Tracking Sheet	MDW Reg 690-2/EEO
21-R-E	Jan 95	MDW Commanders and First Sergeants Training Course Registration Data	MDW Reg 350-5/IG
22-R-E	Mar 96	Hazardous Weather Report	MDW Suppl 1 to AR 1-13/DCSOPS
23-R-E	Mar 96	Installation/Post Snow Emergency Report	MDW Suppl 1 to AR 1-13/DCSOPS
*28	Feb 00	MDW Certificate of Appreciation	MDW Suppl 1 to AR 672-20/CPD
32-R-E	Sep 97	Risk Assessment Worksheet	MDW Reg 385-3/Safety
33-E	Jun 91	Scorecard NCO/Soldier of the Quarter/Year Candidates	MDW Reg 672-1/DCSPER
35-R-E	Sep 95	Hazardous Chemical Inventory Worksheet	MDW Reg 385-1/Safety
38-R-E	Mar 97	Quantity Distance Verification	MDW Reg 700-1/DCSOPS
39-R-E	Mar 97	Explosive Storage License	MDW Reg 700-1/DCSOPS

MDW forms - continued

No.	Issue Date	Title	Prescribing Directive/Proponent
40-R-E	Mar 97	Annual Report of Periodical and Request for Approval	MDW Reg 25-30/CIO
41-R-E	Sep 97	Risk Management Worksheet	MDW Reg 385-3/Safety
59-R-E	Jan 94	List of Selected File Numbers	MDW Suppl 1 to AR 25-400-2/CIO
61-R-E	Jun 96	Confined Space Pre-Entry Checklist	MDW Reg 385-2/Safety
61-1-R-E	Jun 96	Confined Space Entry Permit	MDW Reg 385-2/Safety
61-2-R-E	Jun 96	Confined Space Exiting Checklist	MDW Reg 385-2/Safety
79-E	Mar 94	Meeting Announcement and Agenda	MDW Reg 25-50/SGS
89	Apr 94	FAX Transmittal	MDW Suppl 1 to AR 25-11/CIO
91-R-E	Dec 97	Ammunition Basic Load Computation	MDW Reg 700-1/DCSOPS
346	Dec 95	MDW Defensive Driving Course (issued by Safety Office)	MDW Reg 385-4/Safety
346-1	Dec 95	Certification of Completion, MDW Defense Driving Course (issued by Safety Office)	MDW Reg 385-4/Safety
*451-R	Jan 00	Civilian Evaluation Report Checklist	MDW Suppl 1 to AR 690-400/CPD

MDW forms - continued

No.	Issue Date	Title	Prescribing Directive/Proponent
*452-R-E	Feb 00	Initiated Contact and/or Counseling Session for Informal Complaint of Discrimination	MDW Reg 690-3/EEO
*453-R-E	Feb 00	Unresolved Issues After Mediation	MDW Reg 690-3/EEO
*454-R-E	Feb 00	Mediator's Evaluation	MDW Reg 690-3/EEO
*455-R-E	Feb 00	Participant's Evaluation	MDW Reg 690-3/EEO
*456-R-E	Feb 00	EEO Officer Evaluation	MDW Reg 690-3/EEO
*457-R-E	Feb 00	ADERP Quarterly Report for the Quarter of ____	MDW Reg 690-3/EEO
*1062	Apr 99	Dr. Mary E. Walker Award Certificate	MDW Reg 215-5/CSM
*1062	Apr 99	Sergeant Audie Murphy Award Certificate	MDW Reg 215-7/CSM

3-10. MDW labels

Label 1-1	NA	Blue Officer MDW Decal	AR 190-5/PMO
Label 1-2	NA	Red Enlisted MDW Decal	AR 190-5/PMO
Label 1-3	NA	Green Civilian MDW Decal	AR 190-5/PMO
Label 1-4	NA	Black Vendor/Other MDW Decal	AR 190-5/PMO
Label 1-5	Mar 98	MDW Data Decal	AR 190-5/PMO

Chapter 4

Superseded, Rescinded, or Obsolete Publications and Forms

This chapter lists all superseded, rescinded, and obsolete command publications and forms. It includes all administrative publications and forms that have been canceled, rescinded, or superseded by the proponent or functional manager since the last published consolidated index of publications and forms, dated 4 June 1998.

Section I

Publications

4-1. MDW supplements

Suppl 1 to AR.	Issue Date	Proponent	Type of Action	Date
11-27	4 May 00	DCSSPT	Canceled/AR 11-27	3 Feb 00
672-20	30 Apr 96	PARC	Superseded/Suppl 1 to AR 672-20	10 Jul 97
25-30	16 Mar 94	CIO	Rescinded/AR 25-30	21 Jun 99
165-1	1 Jan 93	Chaplain	Canceled/Proponent	27 Feb 98
210-1	2 Jul 91	DCSPER	Canceled/Proponent	1 Jul 98
380-19	15 Apr 91	CIO	Canceled/Proponent	13 Oct 99
600-20	12 Oct 88	DCSPER	Canceled/Proponent	15 Nov 99

4-2. MDW regulations

Pub No.	Issue Date	Proponent	Type of Action	Date
5-24	31 May 94	PARC	Superseded/MDW Reg 715-8	26 Nov 97
25-1	28 Feb 94	CIO	Canceled/Proponent	14 Apr 97
350-3/with Change 1	9 Mar 90 12 Mar 91	DCSOPS	Canceled/Proponent	14 Feb 00
672-4	14 Jun 95	DCSSPT	Superseded/MDW Reg 672-4	18 Oct 00

Superseded, rescinded, obsolete publications and forms - continued

Pub No.	Issue Date	Proponent	Type of Action	Date
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4-3. MDW memorandums

360-1	6 Aug 90	PAO	Canceled/Proponent	TBD
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4-4. MDW circulars

None

4-5. MDW pamphlets

25-30	4 Jun 98	CIO	Superseded/MDW Pam 25-30	18 Oct 00
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**Section II
Forms****4-6. MDW forms**

No.	Issue Date	Proponent	Type of Action	Date
6-E	Apr 94	PARC	Canceled	11 Feb 00
11-E	Apr 94	PARC	Canceled	11 Feb 00
15-E	Apr 94	PARC	Canceled	11 Feb 00
16-E	Apr 94	PARC	Canceled	11 Feb 00
18-E	Apr 94	PARC	Canceled	11 Feb 00
30	May 95	DCSPER	Canceled	2 Feb 00
60-R-E	Jul 96	CPD	Canceled	24 Jan 00
450	Oct 91	DCSPER	Canceled	2 Feb 00

Superseded, rescinded, obsolete publications and forms - continued

No.	Issue Date	Proponent	Type of Action	Date
450-1	Oct 88	DCSPER	Canceled	2 Feb 00
450-2	Oct 88	DCSPER	Canceled	2 Feb 00
450-3	Oct 88	DCSPER	Canceled	2 Feb 00
450-4	Oct 88	DCSPER	Canceled	2 Feb 00
450-5	Oct 88	DCSPER	Canceled	2 Feb 00
450-6	Oct 88	DCSPER	Canceled	2 Feb 00
450-7	Oct 88	DCSPER	Canceled	2 Feb 00

4-7. MDW labels

None